

**NIH REGIONAL SEMINAR ON
PROGRAM FUNDING AND GRANTS ADMINISTRATION
eRA HANDS-ON COMPUTER WORKSHOPS - MONDAY, APRIL 16, 2012
J.W. MARRIOTT INDIANAPOLIS**

Please Note:

- Each workshop block (morning vs afternoon) requires a separate registration fee.
- The following workshops provide basic information geared to administrators, principal investigators and assistants **with little or no eSubmission or eRA Commons experience** and focus on how to use the electronic systems to facilitate application/grant administration.
- The workshop blocks are designed to compliment each other with very little overlap.
- eRA Commons staff also will be available at a booth throughout the conference to answer questions and provide one-on-one assistance.

TIMES	WORKSHOP BLOCK A	WORKSHOP BLOCK B
Morning Session Block 8:30am-12:00pm	<i>eRA Electronic Application Submission</i>	<i>Post Submission Functionality & eRA Commons Basics</i>

TIMES	WORKSHOP BLOCK C	WORKSHOP BLOCK D
Afternoon Session Block 1:00pm-4:30pm	<i>eRA Electronic Application Submission</i>	<i>Post Submission Functionality & eRA Commons Basics</i>

Descriptors:

Workshop Block A & C

eRA Electronic Application Submission

*This workshop is geared towards applicants new to NIH's electronic submission process.

Every awarded grant starts with getting an application in the door for consideration. Workshop participants will walk-through the entire process for submitting electronic applications to the National Institutes of Health. Hands-on exercises will be used to reinforce workshop concepts.

Key topics include:

- Overview of submission process
 - Finding opportunities using the NIH Guide for Grants & Contracts and Grants.gov
 - Downloading an Application Package from Grants.gov
 - Preparing your Application – overview of form components and tips for avoiding Commons errors
- Note: Due to time limitations, this workshop does not address each application form component. For an in-depth look at the application form components plan on attending the seminar session, "A Walk-Thru of the SF424 (R&R)".
- Submitting your Application to Grants.gov
 - Checking Errors/Warnings in eRA Commons Status
 - Viewing your Assembled Application Image in eRA Commons Status

- Rejecting an Assembled Application
- A look at new and upcoming features
- Finding Help

Workshop Block B & D

Post Submission Functionality and eRA Commons Basics

You've submitted your grant application – what's next? Workshop participants will explore the eRA Commons functionality available after the application is submitted to NIH.

Emphasis on basic eRA Commons functions.

Key Topics include:

- Tracking applications/grants throughout their life cycle (Status)
- Delegation of functionality to others
- Submitting Just-In-Time (JIT) information
- Viewing Notice of Award (NoA)
- Administrative Supplements eRA Commons
- Submitting a progress report using the electronic Streamlined Non-competing Award Process (eSNAP)
- Submitting a No Cost Extension (NCE)
- Wrapping up the "paperwork" with Closeout
- Reporting Financial Conflict of Interest (FCOI)
- Using xTrain to prepare and submit Appointment and Termination forms for Training
- Institutional Profiles
- Personal Profiles
- Roles